eSNAP
Users’ Guide

Abbreviated Version for University of Minnesota
Faculty and Staff Preparing NIH Non-competing
Continuation Applications
eSNAP Management

Overview

The Manage eSNAP screen is used to view a list of eSNAP reports that you are able to access. The eSNAP reports listed on this page are available to you, and you are able to perform various actions on these reports.

All awards accessible to a PI are listed on the Manage eSNAP screen. The awards that are eligible for submission are displayed as a hypertext link (Figure 4.1).

![Manage eSNAP Screen (ESP7002)](image)

Figure 4.1: Manage eSNAP Screen (ESP7002).
Viewing the eSNAP Grant List

PIs or users that are delegated PI updating authority use the **Manage eSNAP** screen to view their eSNAP reports. By default, all applications are listed and there is no search form available.

SOs and AOs use the Manage eSNAP page to search for grants from their institution or grants that have been routed to them as reviewers.

To access the eSNAP grant list:

1. Log on to the eSNAP Module as described in *Logging into the eSNAP Module* on page 5 of the complete eSNAP User’s guide found at: [http://era.nih.gov/docs/eSNAP_UG.pdf](http://era.nih.gov/docs/eSNAP_UG.pdf).

2. Select the **eSNAP** access tab. The **Manage eSNAP** screen displays with the Grant List displayed.

3. Select the hypertext link for the desired grant number to access the **eSNAP Menu** screen (Figure 4.2).

![Figure 4.2: eSNAP Menu Screen (ESP7003)](image)

If you are an SO (Signing Official) or an AO (Administrative Officer), you have the option of performing a search for specific grants.

To search for grants:

1. Access the **Manage eSNAP** screen, as described in this section.

2. Enter the desired search information in the **Search Form** block.
Figure 4.3: All Signing Officials and Administrative Officers have the option of searching for specific grants.

3. Click **Search** to perform the query. A list of matching proposals with hyperlinked grant numbers displays. Proposals displayed in bold text are overdue.

**NOTE:** The fields for the search information on this page (Grant Number, PI Last Name, Current Reviewer Last Name, and Status) are all optional. Use any desired combination of the fields to perform the search for grants. If no information is specified, all available grants will be listed when you click Search.

4. Select the hypertext link for the desired grant number to access the **eSNAP Menu** screen (ESP7003).

**eSNAP Menu**

The **eSNAP Menu** screen displays when a grant eligible for submission is selected from the **Grant List**. This screen includes two blocks of information: Application Information and Status Completion.
Figure 4.4: eSNAP Menu Screen (ESP7003).

**Application Information Block**

The application information section provides the user with details pertaining to the selected grant.

**Status of Completion Block**

The Status of Completion Block lists each section of the eSNAP and indicates whether that section has been completed. Because the complete designation is optional, sections that show as incomplete may in fact have been completed.

**Initiating an eSNAP Report**

The *Initiate* option is available for eSNAP reports with a status of Not Started. Access is granted to PIs and PI delegates (Figure 4.5).

**NOTE:** An eSNAP can be initiated even if required information in the Personal Profile and Institution Profile sections is missing. If any of this information is incorrect or missing, you are prompted to correct/complete the information after initiating the grant. Processing may continue on the eSNAP without making the corrections. However, the eSNAP will not pass validation for submission to the NIH until the errors are corrected.

To initiate an eSNAP Report:

1. Access the eSNAP Menu screen as described in *Viewing the eSNAP Grant List* on page 1.
2. Click **Initiate** (Figure 4.5).
The eSNAP Menu displays showing the status of the eSNAP as a Work In Progress (WIP) (Figure 4.6).

Figure 4.5: eSNAP Menu Screen (ESP7003).

Figure 4.6: eSNAP Menu Screen (ESP7003).
eSNAP Business

Overview
The **Edit Business** access tab is available for all grants that have the status of *Work In Progress (WIP)*. Access to business items is granted to all PIs or PI delegates when the PI is assigned as the current reviewer and to AOs and SOs when they are assigned as the current reviewer.

**NOTE:** Pages can be saved in WIP state when required items are missing; however, submission to NIH is rejected.

To access the **Edit Business** functionality:

1. Select the **Edit Business** access tab from the eSNAP Menu screen.

**NOTE:** The Edit Business menu is only available to the contact PI for the grant. Edit Business is not available to other PIs associated with the grant at this time.

![Figure 5.1: eSNAP Menu Screen (ESP7003).](image)

Edit Business Sub-Menu
The **Edit Business** access tab allows you to view and edit information pertaining to an eSNAP on the
Edit Business - Org. Info screen (Figure 5.2).

Figure 5.2: Edit Business – Org. Info Screen (ESP7008).

The information is divided into the following sections:

- Org Info (Organization Information)
- Performance Sites
- Key Personnel
- Research Subject
- SNP and Other Progress Report Questions & Checklist
- Inclusion Enrollment

Designate as Complete

The bottom of each eSNAP Edit Business section indicates whether the section has been designated as complete. If the section is marked as complete, the name of the person who performed the action and the date the section was designated as complete are indicated. If the section is not marked as complete, you can mark the section as complete by clicking the Designate As Complete button located at the
To store an eSNAP record and indicate that it is officially complete, click the Save & Complete button at the bottom of the page. Once this button is clicked, a message displays to indicate who performed the action and the date the section was marked as saved and complete (see Save & Complete button on Figure 5.3).

**NOTE:** Whenever you edit business information in a previously completed section, the status of the section reverts back to incomplete.

The **Edit Business - Org. Info** screen lists project and institution information regarding the selected eSNAP. This screen requests the principal investigator’s contact information, percent effort, and the name of your institutional representative. (When multiple PIs are involved, the screen reflects the “Contact” PI only.) Some information may be automatically added by the system. Verify that the pre-populated information is correct. If there are any errors, correct the errors.

To access and complete the **Edit Business - Org. Info** screen:

1. Select the **Edit Business** access tab from the eSNAP Menu screen.

The **Edit Business - Org. Info** screen displays (Figure 5.4).
The Title of the Project, Progress Report Period, Principal Investigator, and Applicant Organization sections are pre-populated with the information saved in the database.

**NOTE:** If the Department displayed on the screen is incorrect, check the Progress Report submitted last year to verify that the same error appeared on the Face Page. The information here should match the information you submitted previously. You will not be able to correct this error through eSNAP. Contact your grants management specialist to inform them of the error.

2. Enter the number of **Months Devoted to Project**:
   - Calendar
   - Academic
   - Summer

   *See Figure 5.5*

   Enter the number of months devoted to the project. Three columns are provided depending on the type
of appointment being reflected, academic, calendar, and/or summer months. Individuals may have consecutive appointments within a calendar year, for example for an academic period and a summer period. In this case, for each appointment, identify each separately using the corresponding column. If effort does not change throughout the year, use only the calendar months column. If effort varies between academic and summer months, leave the calendar month column blank and use only the academic and summer month columns. In cases where no contractual appointment exists with the applicant organization and salary is requested, enter the number of months for that period.

3. Complete the **Administrative Official** block of the **Edit Business- Org. Info** screen (Figure 5.5).

**NOTE:** The **Administrative Official** block information must be entered before organization information can be saved.

- Select the name of your institutional representative from the **Name** drop down list. When the name is selected the institutional representative’s contact information is automatically completed. The following are Administrative Officials for the University of Minnesota: Pamela Webb, Kevin McKoskey, Judy Krzyzek, and David Hagen. The same individuals will be the Signing Officials. Match the the Signing Official with the Administrative Official.
4. Complete the Signing Official block of the Edit Business - Org. Info screen (Figure 5.5).

**NOTE:** The Signing Official block information must be entered before organization information can be saved.

- Select the name of your institutional representative from the Name drop down list. When the name is selected the institutional representative’s contact information is automatically completed.

5. Click **Save** to save information entered (Figure 5.6).
6. Click **Designate As Complete** to indicate that you have added all of the necessary details to this page (see page 7 & 8 for more details regarding Designate As Complete functionality).
7. Click the **Save & Complete** button (Figure 5.7).

**NOTE:** Clicking the **Designate As Complete** button does not save your work (see page 8 for more details regarding Designate As Complete functionality).

The **Performance Sites** access tab includes information detailing the address or addresses of where the selected project’s research work is being conducted. When several performance sites are associated with a project, you must list all sites including VA facilities and foreign sites. A default performance site, based on the institution profile address, is added when the eSNAP is initiated.

To complete the details included on the **Performance Sites** access tab:

1. Select the **Edit Business** (see Figure 5.1) access tab from the **eSNAP Menu** screen. Select the **Performance Sites** access tab (Figure 5.8).
2. Add new, Edit, or Delete the current performance address.

To add new performance sites:

1. Enter details of the new performance site into the **Performance Sites Form** block (Figure 5.8).

2. Click **Save & New**. The performance site is added to the selected grant (Figure 5.8).

**NOTE:** If the selected project is taking place at more than one location, add additional performance sites.

3. Click **Designate As Complete** to indicate that you have completed the information on this page.

To edit an existing performance site address:

1. Select the **Edit** hypertext link located next to the performance site address you would like to edit (Figure 5.9). The existing address displays in the **Performance Sites Form** block.

2. Make the necessary modifications to the address in the **Performance Sites Form** block (Figure 5.8).

3. Click **Save & New**. The new performance site address is added to the selected grant.

4. Click **Designate As Complete** to indicate that you have completed the information on this page.

To delete an existing performance site address:

1. Select the **Delete** hypertext link located next to the performance site address you would like to delete (Figure 5.9).
Links for Editing and Deleting existing Performance Sites

Figure 5.9: Edit Business - Performance Site List (ESP7012).

The **Delete Performance Site** screen displays (Figure 5.10).

2. Click **Delete** at the bottom of the **Delete Performance Site** screen (Figure 5.10).

The performance site is deleted from the selected grant’s record. You are returned to the **Edit Business - Performance Site List** screen.

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![Image: Figure 5.9: Edit Business - Performance Site List (ESP7012).](image-url)

**Figure 5.9: Edit Business - Performance Site List (ESP7012).**

3. Click **Designate As Complete** to indicate that you have completed the information on this page (Figure 5.8).

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**Key Personnel**

The **Key Personnel** access tab includes a listing of individuals who contribute to the scientific development or execution of the project in a substantial, measurable way, whether or not a salary has
been requested.

Individuals designated as *Other Significant Contributors*, (e.g., those that may contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project), should not be included in this report unless their involvement has changed so that they now meet the definition of *key personnel*.

To add details to the **Key Personnel** access tab:

1. Select the **Edit Business** (see Figure 5.1) access tab from the **eSNAP Menu** screen. Select the **Key Personnel** access tab (Figure 5.11).

**NOTE:** The SSN input field on the **Edit Business - Key Personnel List** screen only accepts the last four digits of an SSN.

**NOTE:** The **Edit Business - Key Personnel List Screen—Personnel Block**, the column **Months Devoted to Project** replaces **Annual % Effort** (see **Months Devoted to Project** on page 9).

![Figure 5.11: Edit Business - Key Personnel List Screen (ESP7007).](image)

2. Add new, Edit, or Delete the current key personnel listing.

**NOTE:** “(Contact)” displayed adjacent to a PI name in the **Personnel** block Role(s) column designates that the PI is the actual PI for the grant (see **Multiple Principal Investigator (MPI)** on page 13 of the complete **eSNAP User’s guide** found at: [http://era.nih.gov/docs/eSNAP_UG.pdf](http://era.nih.gov/docs/eSNAP_UG.pdf)).

To add new key personnel details:

1. Add the appropriate information to the **Personnel Form** block (Figure 5.12).

2. Click **Save & New**. The information that you have added displays in the **Personnel** block at the bottom of the screen (Figure 5.12).
3. Click **Designate As Complete** to indicate that you have completed the information on the **Key Personnel** screen.

**NOTE:** For the **Months Devoted to Project** field, when a value is entered for either Academic and/or Summer months in combination with Calendar months, or no value is entered for Calendar, Academic, or Summer months, the system displays a warning message on the **Edit Business- Key Personnel List** screen.

To edit and existing key personnel listing:

1. Select the **Edit** hypertext link located next to the key personnel listing that you would like to edit (Figure 5.12).

The key personnel listing information displays in the **Personnel Form** block of the screen. **Figure 5.12:** Select the Edit hypertext link to make modifications to the key personnel listing.

2. Make the necessary changes to the information located in the **Personnel Form** block.

3. Click **Save & New.** The information is updated for the selected listing.

4. Click **Designate As Complete** to indicate that you have completed the information on the **Key Personnel** screen.

**NOTE:** For the **Months Devoted to Project** field, when a value is entered for either Academic and/or Summer months in combination with Calendar months, or no value is entered for Calendar, Academic, or Summer months, the system displays a warning message on the **Edit Business- Key Personnel List** screen.

**NOTE:** Only **Months Devoted to Project** can be edited for Contact PI and PI key personnel data

To delete a key personnel listing:

1. Select the **Delete** hypertext link located next to the key personnel listing that you would like to delete (Figure 5.13).

**NOTE:** The **Delete** hypertext link only displays adjacent to Key Personnel detail records that can be
deleted. Key Personnel detail records with PI or MPI roles cannot be deleted.

![Image](image1.png)

Figure 5.13: Select the Delete hypertext link to remove the key personnel listing from the selected grant’s record.

The **Delete Key Personnel** screen displays (Figure 5.14).

2. Click **Delete** at the bottom of the **Delete Key Personnel** screen (Figure 5.14).

![Image](image2.png)

Figure 5.14: Click Delete to remove the key personnel listing from the grant’s record.

You are returned to the **Edit Business - Key Personnel List** screen.

3. Click **Designate As Complete** to indicate that you have completed the information on the **Key Personnel** screen.
The **Research Subject** screen includes information related to human subjects and vertebrate animal research.

To add Research Subject details:

1. Select the **Edit Business** (see Figure 5.1) access tab from the eSNAP Menu screen. Select the **Research Subject** access tab (Figure 5.15).

![Figure 5.15: Edit Business- Research Subject Screen (ESP7028).]

2. Select the appropriate response to each of the listed questions.
   - **Does the proposal involve human subjects?**

Select **No** if activities involving human subjects are not planned at any time during the proposed budget period. The remaining questions in the Human Subjects section are then not applicable. Select **Yes** if activities involving human subjects, whether or not exempt from the Federal regulations for the protection of human subjects, are planned at any time during the budget period, either at your organization or at any other performance site or collaborating institution. See Inclusion Enrollment on page 31 for details.
• Has the involvement of human subjects changed since the previous submission?

If yes, the change must be addressed in the Progress Report.

Select Yes if the involvement has changed since your previous submission. You must discuss these changes in your progress report (see Accessing the Upload Science Screen on page 63 for more information about progress reports).

• Is the research exempt?

Select Yes if the activities are designated to be exempt from the regulations and insert the exemption number corresponding to the exemption category. Select No if the planned activities involving human subjects are not exempt, and complete the remaining sections. The Assurance number is listed if your organization has an approved Human Subjects Assurance on file. Indicate if there has been a full Institutional Review Board (IRB) review for the proposed activities.

• NIH-defined Phase III Clinical Trial

Select Yes or No to indicate whether the project is an NIH-Defined Phase III clinical trial.

• Full IRB Review?

Select Yes or No to indicate whether the project has received full IRB review.

• Human Subject Education:

Required only for new key personnel that are involved in human subject research. Include a description of the education completed in the protection of human subjects. Note, if the human subjects research is exempt under exemption #4, then this documentation is not required. (See Figure 5.15 for a view of the text box that follows this question.)

• Does the proposal involve animal subjects?

Select Yes if activities involving vertebrate animals are planned at any time during the budget period, either at the applicant organization or at any other site or collaborating institution.

• Has the involvement of animal subjects changed since the previous submission?

If there has been no change, select No. If vertebrate animals were not involved in the last application but are now to be included, or if significant changes regarding the use of animals are now proposed, select Yes and provide a description in the progress report.
Figure 5.16: Click Save & Complete to indicate that you have completed the Edit Business - Research Subject Screen.

1. Click **Save** to save the details that you have added to the **Edit Business - Research Subject** screen.

2. Click **Designate As Complete** to indicate that you have completed the information on the **Research Subject** screen.

The **SNAP and Other Progress Report Questions & Checklist** page (ESP7018) lists questions relating to the following categories:

- SNAP questions
- Inventions and patents
- Program Income
- Facilities & Administration

**NOTE:** If there is a change in performance sites that will affect Facilities and Administration costs, update the performance site information as described in **Performance Sites** on page 13.

To add details to the **Edit Business - SNAP and Other Progress Report Questions & Checklist** screen:

1. Select the **Edit Business** access tab from the eSNAP Menu screen. Select the **SNAP and Other Progress Report Questions & Checklist** access tab (Figure 5.17).
Figure 5.17: Edit Business - SNAP and Other Progress Report Questions & Checklist (ESP7018).

2. Select the appropriate answer to each listed question. If you select Yes as the answer, you must provide an explanation in the text box below the question.
• Has there been a change in the other support of key personnel since the last reporting period?
  If yes, explain the change(s) and attach complete Other Support Information:

  (See Figure 5.17 for a view of the text box and files block that follow this question.)

  Specific information is to be provided only if active support has changed. If a previously active grant has terminated and/or if a previously pending grant is now active, submit complete Other Support Information using the suggested format and instructions found in the PHS 398 application (MS Word or PDF). Annotate this information so it is clear what has changed from the previous submission. Submission of other support information is not necessary if support is pending or for changes in the level of effort for active support reported previously. Other support information should be submitted only for the principal investigator and for those individuals considered by the principal investigator to be key to the project.

  Do not routinely include Other Support information for “Other Significant Contributors”, e.g., those that may contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project. However, if the level of involvement for an individual listed in this category has changed such that they are now considered “key personnel”, this change should be indicated in this section and Other Support information provided.

• Will there be, in the next budget period, a significant change in the level of effort for the PI or other personnel designated on the Notice of Grant Award from what was approved for this project?
  If yes, please justify.

  (See Figure 5.17 for a view of the text box that follows this question.)

  A significant change in level of effort is defined in Federal regulations as a 25 percent reduction in time devoted to the project. For example, if a NGA-specified person on the project is expected to reduce his/her effort from 4.8 CY months to 3.6 CY months, which represents a 25 percent reduction in the level of effort, an explanation must be provided.

• Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year's total budget?
  If yes, please justify.

  (See Figure 5.17 for a view of the text box that follows this question.)

  Explain any estimated unobligated balance (including prior year carryover) that is greater than 25 percent of the current year's total budget. Provide an explanation of why there is a significant balance and how it will be spent if carried forward into the next budget period.

  Program or grants management staff may require additional information in order to evaluate the project for continued funding. Failure to provide this information will result in a delayed award.

  If a project or grantee organization requires closer monitoring by NIH staff, the project or organization may not use these simplified instructions.

  If you have any questions, contact the grants management specialist identified on the current Notice of Award.
• Change in select agent research?

If yes, please explain in the Progress Report.

Select "No" if the activities planned for the coming year are not different from the previous submission.
Select "Yes" if proposed research involving Select Agents is different from that proposed in the previous submission. Include an explanation as part of the progress report.

• Change in Multi PI Leadership Plan?

If yes, please explain in the Progress Report.

This section is only applicable if Multiple PIs are part of the approved project. Select "No" if there is no change in the leadership plan as originally proposed and approved.

Select "Yes" if there has been any change in the governance and/or organizational structure of the Multiple PI Leadership Plan including communication plans and procedures for resolving conflicts. Discuss any changes to the administrative, technical, and scientific responsibilities for the PIs in the progress report.

If this submission includes a change in the contact PD/PI, select “Yes” and address this change and the impact, if any, the change has on the administrative, technical, and scientific responsibilities for the PDs/PIs.

Inventions and Patents Section

• Were any inventions conceived or first actually reduced to practice during the course of work under this project?

If yes, has the invention been previously reported?

If Yes is selected, indicate if the invention has been previously reported.

Program Income Section

• Is program income anticipated during the proposed period for which support is requested?

If yes, save changes by clicking on the “Save” button and then click here to enter / edit program income information.

Indicate if program income is anticipated during the proposal period for which support is requested. If you have made any changes to any information on the page, click Save before editing the program income. See Program Income below for more information about completing this section if program income is anticipated.

Facilities & Administration Section

Complete this section only if there is a change in Performance sites that will affect F&A costs.

(See Figure 5.17 for a view of the text box for the Facilities & Administration Section response.)

3. Click Save to save the details that you have added to the screen.

4. Click Designate As Complete to indicate that you have completed the information on the SNAP Questions & Comments screen.

Program Income

You have the option of adding, editing, or deleting details related to the anticipated amount of program income during the proposal period for which support is requested.

1. Select the Edit Business access tab from the eSNAP Menu screen. Select the
SNAP and Other Progress Report Questions & Checklist access tab (Figure 5.17).

NOTE: If you have made any changes to the SNAP and Other Progress Report Questions & Checklist screen, please click Save to save any changes you have made prior to editing the program income information to ensure that the information entered is not lost.

Figure 5.18: Edit Business - SNAP and Other Progress Report Questions & Checklist Partial View (ESP7018).

2. Select the click here to enter / edit program income information hypertext link (Figure 5.18). The Edit Business - Program Income screen displays (Figure 5.19).
Figure 5.19: Edit Business - Program Income Screen (ESP7016).

**Edit Business Program Income Screen Fields**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Period Start Date</strong></td>
<td>Start date for the Budget period where program income is anticipated.</td>
</tr>
<tr>
<td></td>
<td>The date entered must be within the project period dates.</td>
</tr>
<tr>
<td></td>
<td>Format: MM/DD/YYYY.</td>
</tr>
<tr>
<td><strong>Budget Period End Date</strong></td>
<td>End date for the Budget period.</td>
</tr>
<tr>
<td></td>
<td>The date entered must be within the project period dates.</td>
</tr>
<tr>
<td></td>
<td>Format: MM/DD/YYYY.</td>
</tr>
<tr>
<td><strong>Anticipated Amount</strong></td>
<td>Anticipated Program Income amount.</td>
</tr>
<tr>
<td></td>
<td>Amount entered must be greater than zero.</td>
</tr>
<tr>
<td><strong>Source of Income</strong></td>
<td>Source of the Program Income.</td>
</tr>
<tr>
<td></td>
<td>The length of the value entered is limited to 50 characters.</td>
</tr>
</tbody>
</table>

**Add Program Income Information**

**NOTE:** A value is required for all fields.

To add Program Information:

1. Enter the required fields (Figure 5.20 and field descriptions above).
2. Click Save & New.

The new information is added to the Program Income block (Figure 5.21).

3. Select the SNAP and Other Progress Report Questions & Checklist access tab to return to the SNAP and Other Progress Report Questions & Checklist screen.

Figure 5.20: Edit Business - Program Income Screen showing New Program Income Information to be added. (ESP7016).

Figure 5.21: Edit Business - Program Income Screen with New Program Income Information added.
To edit Program Income information:

1. Access the **Edit Business - Program Income** screen as described on page 24.

   ![Figure 5.22: Edit Business - Program Income Screen showing Edit Link (ESP7016).](image)

2. Select the **Edit** hypertext link for the Program Income block item needing editing (Figure 5.22).
When Edit is clicked, the Program Income Information Fields can be edited.

3. Enter the desired field changes (see field descriptions on page 26).

4. Click Save & New.

The **Edit Business - Program Income Screen** redispays with updated Program Income information displayed for the edited Program Income block item.

5. Select the [SNAP and Other Progress Report Questions & Checklist](#) access tab to return to the SNAP and Other Progress Report Questions & Checklist screen.

To delete Program Income information:

1. Access the **Edit Business - Program Income** screen as described on page 24.
2. Select the Delete hypertext link for the Program Income block item to be deleted (Figure 5.24).

The **Delete Program Income** screen displays (Figure 5.25).

3. Click **Delete**.
The program income details are removed from the grant’s record.

The eSNAP system allows you to enter cumulative enrollment of subjects’ to date and their distribution by sex/gender and ethnicity/race directly into the system. Two different report forms of the Inclusion Enrollment report are available, and the eSNAP system uses your information to determine which report is viewed.

**NOTE:** If activities involving human subjects were performed at any time during the preceding budget period, the population data must be reported in the Inclusion Enrollment section. This applies whether or not the activities are exempt from the Federal regulations for the protection of human subjects and whether or not the activities were performed at either the applicant organization or at any other performance site or collaborating institution.

**NOTE:** You have the option of using the 5/01 or 4/98 format of the Inclusion Enrollment report for awards made as a result of New and Competing Applications received before January 10, 2002. If you choose to use the 5/01 format, you must continue to use that format for the remaining years of the project.

### 5/01 Inclusion Enrollment Report

The 5/01 version presumes that data on sex/gender and ethnicity/race were collected from study subjects using the 1997 OMB standards. These standards require at a minimum that data collection involve two separate questions (one on ethnicity and one on race) and that the question on race must provide the option of selecting more than one race. Use the 5/01 format of the Inclusion Enrollment report for awards made as a result of New and Competing applications submitted after January 10, 2002.

This report is divided into two parts
- **Part A**
  In the first section of Part A you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown or not reported) subjects for each of the indicated ethnic categories. In the second section of Part A you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown or not reported) subjects for each of the indicated racial categories. As you enter the information, the display-only Total fields are automatically updated with the entered information.

  **NOTE:** The total number of all subjects entered in the racial categories must equal the total number of all subjects entered for the ethnic categories. For example, if you have enrollment data for 100 subjects, describe all 100 in terms of ethnicity and all 100 in terms of race.

- **Part B**
  In Part B you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown or not reported) Hispanic or Latino subjects.

  **NOTE:** The total number of subjects reported in Part B must be equal to or less than the totals reported in Part A.

This total usually reflects a subset of the information reported in Part A. For example, you have enrollment data for 100 subjects and 50 of these subjects reported Hispanic/Latino ethnicity. Part B is used to report the racial information for these 50 Hispanic/Latino subjects.

### 4/98 Inclusion Enrollment Report

In this report you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown) subjects for each of the indicated ethnic categories. As you enter the information,
the display-only Total fields are automatically updated with the entered information. The 4/98 version presumes that data on sex/gender and ethnicity/race were collected from study subjects using the 1977 OMB standards. These standards require at a minimum that data collection involve one question on ethnicity and race.

To complete the Inclusion Enrollment Report:

1. Select the Edit Business access tab from the eSNAP Menu screen. Select the Inclusion Enrollment access tab.

2. Select the appropriate hypertext link to complete the 4/98 or 5/01 format of the Inclusion Enrollment Report.
3. Complete the details of the 4/98 Inclusion Enrollment Report Table or 5/01 Inclusion Enrollment Report Table.

4. Click Save at the bottom of the screen.

5. Click Designate As Complete at the bottom of the Edit Business - Inclusion Enrollment screen.

NOTE: The 5/01 Inclusion Enrollment Report Table is shown in Figure 5.27.
Overview

Detailed instructions about this section can be found in the NIH eSNAP User’s Guide at [http://era.nih.gov/docs/eSNAP_UG.pdf](http://era.nih.gov/docs/eSNAP_UG.pdf).

Science items (Progress Reports and Research Accomplishments) can be uploaded for eSNAP reports with a status of Work in Progress (WIP). Access to science items is granted to PIs or PI delegates when the PI is the current reviewer.

The Progress Report should be a brief presentation of the accomplishments on the research project during the reporting period. See [http://grants.nih.gov/grants/funding/2590/2590.htm](http://grants.nih.gov/grants/funding/2590/2590.htm) for more detailed information. Do not use any PHS2590 fillable form pages for any file uploads. Text inserted into the fillable form pages is not saved once the eSNAP Progress Report is submitted to NIH.

The Upload Science screen allows you to upload the following:

- Progress Report (required)
- support information (optional, added to Progress Report if needed)
- biosketches for key personnel (optional, added to Progress Report if needed)
- Research Accomplishments (optional, summarized highlights of what PI has accomplished)
- Publication citations (if any are applicable)
- Other (optional, information that wouldn’t fit in explanatory boxes, mentor letter, etc.)

NOTE: SOs and AOs can upload/remove Research Accomplishments and Other eSNAP files.

1. Access the eSNAP Menu screen and select the desired grant as described previously. For detailed instructions, see the eSNAP User’s Guide at [http://era.nih.gov/docs/eSNAP_UG.pdf](http://era.nih.gov/docs/eSNAP_UG.pdf)

2. Select the **Upload Science** access tab to view the **Upload Science** screen
NOTE: The Upload Science menu is only available to the contact PI for the grant. Upload Science is not available to other PIs associated with the grant.

Figure 5.3: Edit Business - Org. Info Screen (ESP7008).

The **Upload Science** screen consists of three blocks of information: Information block, Files block, Publication Information.

**Information Block:** Lists the name of the PI, grantee institution and grant number.

**Files Block:** The Progress Report should be attached here. Files for Research Accomplishments and Other information may also be attached.

**Publication Information:** Publications associated with the grant should be identified here.
Figure 6.2: Upload Science Screen (ESP7022)

**Attaching Files**

You are only able to attach one file as your Progress Report file. If you have completed biosketches and other support information as a part of your Progress Report, you should merge these documents into one file. To merge the documents into one file, copy the biosketch and other support information and paste that information at the beginning of your Progress Report. Save it as one file and upload it as one file.

File formats that can be uploaded are Microsoft Word documents with the (.doc) file extension, ASCII text files with the (.txt) file extension, or Adobe Portable Document Format (PDF) files with the (.pdf) file extension. Uploaded files are stored in the system in the PDF format. If your file does not include one of these extensions, the system will not recognize the file.

**NOTE:** Microsoft Word and text files are converted to PDF when uploaded.

The Progress Report should not exceed two pages. This is exclusive of any biosketches or other support information. In addition to file format limitations, uploaded files are restricted by size. The file must be 3 megabytes (3MB), 3 million bytes, or less. Files larger than 3MB are not accepted by the system.

For instructions to easily find the size of a Microsoft Word, text, or PDF file on a personal computer see the Attaching Files section of the NIH eSNAP User’s Guide at...
To attach Progress Reports, Research Accomplishments, and Other files using the Upload Science screen:

1. Click Import next to the desired file (Progress Report, Research Accomplishment, or Other).

NOTE: Research Accomplishments are key items that you want to bring to the attention of your grants management specialist or program officer.

2. Select the file you would like to upload by entering the complete path and file name into the File Name input field or by clicking Browse to locate the file.

3. Click Upload File to attach the file to the eSNAP. A message displays at the top of the screen to verify that the file has been uploaded successfully.

The file is given a temporary status of Pending until the upload is complete and the status is changed to Complete.

TIP: Carefully review the progress report after uploading documents. There can be conversion issues if the file is traveling from a Mac to PC or when it is uploaded in MS Word format and then converted to PDF by the Commons system. While MS Word and text files can be uploaded, it is best to upload the documents in PDF format to eliminate the risk of conversion problems.

Removing an Attached File

To remove an attached file using the Upload Science screen:

1. Click the Remove button next to the file to be unattached.

The Upload File screen displays showing the name of file to be removed and Delete File and Cancel options.

2. Click Delete File

The Upload Science Screen displays. The Status column of the selected file is changed to Not Uploaded.

Click Designate As Complete once you have added all of the necessary files to the Upload Science screen. NOTE: Designating a section as complete DOES NOT save the record.
Peer-reviewed publications directly relevant to the proposed project, with a bibliography-type reference to the publication and the National Library of Medicine (NLM) accession number can be associated with the eSNAP report. This information is listed in the Publications section of the Upload Science screen and is based on the publication information provided in the Personal Profile section of the eRA Commons. Publications that do not appear on the list have not been added to the Personal Profile.

To associate publications that do not appear in the Publications list:

1. Type the NLM Accession Number in the Citation ID field.
2. Type the complete publication reference in the Citation Text field.  
3. Click Save & New to add the publication to your Personal Profile and to the listing of Publications associated with the selected grant record.

After a publication has been added to the Publications list it can be selected to associate it with the eSNAP report.

To associate a publication that appears in the Publications list:
1. Select the check box next to the publication(s) that you would like to associate with the selected record.

2. Click Save to update the science information.

TIP: Publications listed in the Personal Profile cannot be sorted. They will appear in the listing in the order of which they were entered.

Click Designate As Complete to indicate completion of the Publication section Upload Science screen. NOTE: designating a section as complete DOES NOT save the record.

Click Save & Complete to save the information entered and to officially indicate the record is complete.

NOTE: Whenever you edit business information in a previously completed section, the status of the section reverts back to incomplete.
Designate As Complete
Click this button to indicate that the information entered for this section is complete.

Save & Complete
Click this button to save information entered on the screen into the database and to indicate that this section is complete.

Figure 5.3: Edit Business - Org. Info Screen (ESP7008).

NOTE: Whenever you edit business information in a previously completed section, the status of the section reverts back to incomplete.